

City of Chattanooga, TN
Personnel Class Specification

Class code 0998

FLSA: Non-Exempt

CLASSIFICATION TITLE: STAFF SERVICES COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate activities involving various staff services, including safety, on-the-job injuries, payroll, time/attendance, job analysis, EEO/Title VII, telecommunications, central systems, inventory management, records and file management, or other assigned functions in support of the Police Department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Interprets, applies, and ensures compliance with requirements of Occupational Safety and Health Act (OSHA), Tennessee Occupational Safety and Health Act (TOSHA), city/national fire codes, local health/safety regulations and standards, and other applicable codes, laws, rules, regulations, standards, policies and procedures; inspects/monitors work environments and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with department director, and other officials to review staff services operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Monitors and maintains reports of all incidents involving on-duty injuries and job-related injuries/illnesses; maintains computer database records of all on-duty injury and job-related injury cases.

Responds to scene of accidents/injuries; schedules/conducts inspections of work areas to identify potential hazards; makes recommendations regarding safety/health hazards resulting in injuries/illnesses; assists in determining whether an injured/ill employee may return to work on light duty or full duty.

Develops and distributes safety/health related bulletins.

Serves as liaison with City's medical care provider for injured-on-duty employees.

Coordinates or conducts investigations into potential worker's compensation fraud; takes statements, evaluates data, and submits findings to Personnel Department.

Cooperates in preparation of material and evidence for hearings, insurance investigations, or legal proceedings.

Oversees preparation and submittal of all required Occupational Safety and Health Act (OSHA) reports; ensures reports are submitted in compliance with established deadlines.

Conducts training in filing of on-the-job accident investigation reports.

Serves as department representative on City Safety Committee; serves as department representative at Worker's Compensation meetings; serves as the department's ADA Coordinator; serves as the department's EEO/Title VII Coordinator; attends various meetings, serves on committees, and makes speeches or presentations as needed.

Coordinates department participation in City-sponsored programs; assures departmental compliance with City Accident Prevention Program.

Coordinates various personnel-related activities; manages position vacancy; manages all employee records and department files.

Responds to questions and provides information to department employees regarding staff issues such as personnel files, job vacancies, status reports, materials, requisition requests, or other personnel issues.

Manages inventory control of the department's equipment and supplies; maintains records of fixed assets and ensures compliance with established procedures; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Coordinates telecommunications activities; serves as liaison to Central Telecommunications Division in Information Systems Department; contacts Telecommunications Division to resolve problems; orders equipment through Telecommunications Division; assist with audits of telephone bills/records; maintains records.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Compiles and/or monitors various administrative and/or statistical data, including on-duty/job-related injury/illness statistical data, costs of job-related injuries/illnesses, or related data; performs research and makes applicable calculations; analyzes data and identifies trends; prepares/generates reports.

Prepares or completes various forms, reports, correspondence, injury/illness statistical data, attendance reports, vehicle maintenance reports, safety/health bulletins, performance appraisals, inventory records, purchase orders, or other documents.

Receives various forms, reports, correspondence, injury/accident reports, OSHA reports/documentation, attendance records, vaccination/exposure records, requisitions, inventory sheets, telephone records, policies, procedures, medical journals, safety/health bulletins, regulatory information, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, or other software programs.

Communicates with supervisor, employees, other departments, city officials, medical providers, insurance carriers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general clerical tasks, which may include answering telephone calls, typing documents, entering data into computer, copying documentation, sending/receiving faxes, processing incoming/outgoing mail, or filing documents/records.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in Criminal Justice, Risk Management, Occupational Safety, Business Administration, or related field; supplemented by three (3) years previous experience and/or training that includes risk management, loss prevention, occupational safety, site safety/health inspection, health administration, public administration, inventory control, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess

and maintain valid membership in Association of Certified Fraud Examiners. May require possession and maintenance of a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature and noise extremes, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the

Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: May, 2000